

2006- 2007
ADULT BASIC EDUCATION PROJECT SUMMARY
CONTINUATION /EXTENSION PLAN
7/1/06-6/30/07

PLEASE SUBMIT BY MAY 31, 2006

1. Applicant: _____
2. Administrator: _____
3. Person Responsible for Project: _____
4. Title: _____
5. Date Application Submitted: _____ Date Received : _____

PERFORMANCE MEASURES:

- In the narrative section of the Extension Plan you addressed your target performance and set new target goals. Consider your program performance, the percent of your target served, and your regional employment and Census data prior to identifying your action plan for continuous program improvement in the coming year. Identify any patterns/trends/ opportunities that you uncover as you analyze your data. See Website address page to assist you. It is located at the back of your packet.
- Trend/ Pattern/ Opportunity-
- Trend/Pattern/ Opportunity-
- Trend/ Pattern/ Opportunity-

PROGRAM IMPROVEMENT PLAN FORMAT

- Fill out the following information for each area.
 1. List the area of your program improvement activity
 2. What problem are you planning to solve about this area or what question will you work through regarding this area?
 3. What data or other information did you review about the problem? In other words, on what

are you basing your need for improvement?. What aspect of your program's operations needs to be addressed based on your review of data or other information?

4. What group of learners is the target population for the program improvement activity?
5. What new practices, procedures, or materials will you use (or think about using) in your program to improve services or address the problem? If you have the information, provide the name of the training or program that you will use (Calif. ESL Curriculum for example) or a description of the overall practices that you will implement. **OR**

What resources will you consult to identify a new practice or procedure that might be used?

6. In what ways do you believe will this new practice or procedure improve your program?
7. Which staff (name, function, e.g., instructor) will implement the new practice or procedure?
8. What resources-e.g. training, materials, additional space, or other items are needed for the new activity?

Fiscal Resources.....
 Administrative Authority.....
 Training.....
 New Policies.....
 New Information.....
 External/Expertise/Consultant.....

9. If you have internal or external barriers, list these barriers
10. List the key steps that you will undertake in planning for the use of the new practice

or procedure and the timeline for these steps that you will take to do this. For those who have identified a practice or procedure, list the steps that you will take prepare for implementing the practice or procedure.

Steps (add your steps after the examples)	Beginning Date	End Date
--	-----------------------	-----------------

Locate and obtain materials	_____	_____
Learn how to use new practice/	_____	_____
Procedure integrate new practice	_____	_____
Into current practice	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

11. What outcomes do you expect to have as a result of using new practices or procedures for:

- a) The program:
- b) The learners:
- c) Your own practice (if relevant)

12. List the types of information that might be collected to assess whether the practice or procedure was used and whether the outcomes were achieved.

- a) Information to determine whether new practice or procedure was used: _____

- b) Information to determine program outcomes: _____

- c) Information to determine learner outcomes: _____
